Department of History: First year Assignment Checklist

Please complete this form and attach it to each piece of assessed work

Name ………………………………………………………………………………………………………

Assignment title …………………………………………………………………………………

The answer to all of these questions should be Yes:

Is your work on A4 paper, double-spaced with wide margins? [ ]

Is there a cover sheet with your name, your tutor’s name and the title of the assignment? [ ]

Have you checked that you are within 10% of the word limit? [ ]

Have you checked your spelling/that there is a main verb in each sentence/articles & prepositions etc? [ ]

Have you acknowledged your sources:
• for direct and indirect quotations in the text [ ]
• for ideas drawn from secondary sources [ ]
• and in the bibliography at the end of the assignment?

Are you sure that you have answered the question/followed the instructions? [ ]

Did you write a plan? [ ]

Did you write a draft? [ ]

Does the introduction explore the question/indicate the structure of the argument which follows? [ ]

Does the essay develop your argument and has a balance between facts and analysis? [ ]

Have you made good use of examples and supporting argument/data? [ ]

Does the conclusion summarise your argument/suggest further areas of research? [ ]

If you do not follow each of the steps, which are listed, you are certain to lose valuable marks for your assignment